

RESOLUTION NO. 96-13

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATION FOR
DISPATCHER/JAILER

RESOLVED, that the Lodi City Council does hereby approve the revised class specification for Dispatcher/Jailer as shown on Exhibit A, attached hereto.

Dated: February 21, 1996

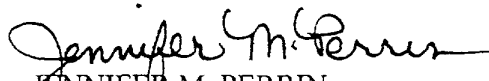
I hereby certify that Resolution No. 96-13 was passed and adopted by the City Council of the City of Lodi in a regular meeting held February 21, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

CITY OF LODI

February 21, 1996

DISPATCHER/JAILER

DEFINITION:

Under general direction, receives all incoming calls for emergency assistance and dispatches necessary units; performs a variety of general support duties related to communication activities; assumes responsibility for the processing and handling of prisoners.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from Lead Dispatcher/Jailer and the appropriate sworn supervisory personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Receives emergency calls from the public requesting police and other emergency service; determines nature and location of emergency; determines priority and dispatches police, fire or other emergency units as necessary and in accordance with established guidelines.

Maintains contact with all units on assignment; maintains status and location of police field units.

Coordinates emergency calls and relays information and assistance requests involving other public safety agencies.

Enters, updates and retrieves information from computer networks relating to wanted persons, stolen property, vehicle registration and other information.

Answers all incoming phone calls; screens calls and routes as appropriate; waits on public.

Performs a variety of record keeping, filing, indexing, and other general clerical duties related to communication activities.

Processes and handles prisoners including, but not limited to: the booking of arrested persons; performing searches; taking inventory of prisoner's property; fingerprinting; and administering breath tests where applicable; monitors the activities of prisoners in City detention facilities; provides daily care of prisoners including feeding and medicating.

Maintains and enforces custodial facility regulations of the jail.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar and punctuation.
Modern office methods, procedures and equipment.

Ability to:

Speak clearly and precisely.
Work under pressure; exercise good judgment in emergency situations.
Effectively communicate and deal with upset and irate citizens to elicit necessary information.
Learn and effectively apply appropriate provisions of the California Vehicle and Penal codes.
Learn and effectively apply standard broadcasting procedures and rules.
Learn local geography.
Type at a speed necessary for adequate job performance.
Compile and maintain complex and extensive records and files.
Work various shifts as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to the completion of high school.

Experience:

One year of public contact experience.